

National Environmental  
Laboratory **Accreditation**  
Conference

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## **Accreditation Process**

*Proposed Changes*

January 12, 1998



**4.1.1.1 Definition, responsible party of record.**

. . . the authority shall be notified in writing.

Qualifications of the responsible party of record

- a) The responsible party of record of an approved environmental laboratory engaged in chemical analysis shall be a person with a bachelors degree in the chemical, environmental, biological sciences, physical sciences or engineering, with at least 24 college semester credit hours in chemistry and at least two years of experience in the environmental analysis of representative inorganic and organic analytes for which the laboratory is seeking approval. A masters or doctoral degree in one of the above disciplines may be substituted for one year of experience.
- b) The responsible party of record of an approved environmental laboratory engaged in, but limited to, inorganic chemical analysis, other than metals analysis shall be a person with at least an earned associate's degree in the chemical or environmental sciences, or two years of equivalent and successful college education, with a minimum of 16 college semester credit hours in chemistry. In addition, such a person shall have at least two years of experience performing such analyses.
- c) The responsible party of record of an approved environmental laboratory engaged in microbiological or biological analysis shall be a person with a bachelors degree in microbiology, biology or environmental sciences, with a minimum of 16 college semester credit hours in general microbiology and biology and at least two years of experience in the environmental analysis of representative analytes for which the laboratory is seeking approval. A masters or doctoral degree in one of the above disciplines may be substituted for one year of experience.

A person with an associate's degree in an appropriate field of the sciences or applied sciences, with a minimum of four college semester credit hours in general microbiology may be the responsible party of record of a laboratory engaged in microbiological analysis limited to fecal coliform, total coliform and standard plate count. Two years of equivalent and

successful college education, including the microbiology requirement, may be substituted for the associate's degree. In addition, each person shall have one year of experience in environmental analysis.

- d) The responsible party of record of an approved environmental laboratory engaged in radiological analysis shall be a person with a bachelor's degree in chemistry or physics with two or more years of experience, one of these in a supervisory capacity, in the radiological analysis of environmental samples. A masters or doctoral degree in one of the above disciplines may be substituted for one years experience.
- e) The responsible party of record of an environmental laboratory engaged in microscopic examination of asbestos and/or airborne fibres shall meet the following requirements:
  - i) For procedures requiring the use of a transmission electron microscope, a bachelor's degree, successful completion of specialized courses in the use of the instrument, and one year of experience, under supervision, in the use of the instrument. Such experience shall include the identification of minerals.
  - ii) For procedures requiring the use of a polarized light microscope, an associate's degree or two years of college study, successful completion of formal course work in polarized light microscopy, and one year of experience, under supervision, in the use of the instrument. Such experience shall include the identification of minerals.
  - iii) For procedures requiring the use of a phase contrast microscope, as in the determination of airborne fibers, an associate's degree or two years of college study, documentation of successful completion of formal course work in phase contrast microscopy, and one year of experience, under supervision, in the use of the instrument.
- f) The responsible party of record of an approved environmental laboratory engaged in the examination of radon in air shall have at least an associate's degree

or two years of college and one year of experience in  
radiation measurements, including at least one year of  
experience in the measurement of radon and/or radon  
progeny.

**4.1.1.2 Personnel Qualifications Clarifications and Exceptions**

- a) For laboratories engaged in more than one environmental analysis (e.g., microbiology, organic chemistry, inorganic chemistry and radiological analysis), one or more persons hereafter known as assistant responsible parties may complement the director, provided that each has an academic degree and the required appropriate credit hours and years of experience as prescribed in this section. The title of an assistant responsible party can include, but not be limited to, assistant director, assistant manager, technical expert or senior analyst. Each shall be responsible for only the areas of environmental analysis for which he or she meets the qualifications required by this section.
- b) Notwithstanding any other provision of this section, a full-time employee of a drinking water or sewage treatment facility who holds a valid treatment plant operator's certificate appropriate to the nature and size of such facility shall be deemed to meet the educational and experience requirements serving as the director of the approved laboratory devoted exclusively to the examination of environmental samples taken within the facility. Such approval for a water treatment facility and/or a sewage treatment facility shall be limited to the scope of that facility's regulatory permit.
- c) A full-time employee of an industrial waste treatment facility with a minimum of one year experience under supervision in environmental analysis shall be deemed to meet the requirements for serving as the director of an approved laboratory devoted exclusively to the examination of environmental samples taken within such facility for the scope of that facility's regulatory permit.

#### 4.1.2 On-site Assessments

- a) Individual sites are subject to the same application process, fees, assessments and other requirements as environmental laboratories. Any remote laboratory sites are considered separate sites and subject to separate on-site assessments, again provided that the analysis or any portion of the analysis take place at that site. This includes mobile laboratories which are on the same site for a period of time exceeding 3 months. A mobile laboratory owned by an accredited fixed based laboratory which is equipped with instrumentation to address a temporary situation, not to exceed 3 months, and is performing a subset of analyses for which the parent laboratory is accredited, is considered an extension of the parent laboratory and will not require separate certification. A location that only does sample collections . . .

#### **4.1.6 Fee Process for National Accreditation**

Refer to Policy and Structure, Chapter 1, specifically funding of this program (Section 1.10)

~~—The cost incurred in the application process for national environmental laboratory accreditation will be called an accreditation fee.~~

~~—Where required and if applicable, accreditation fees will be paid in accordance with existing state regulations, levels and practices to the accrediting authority granting the accreditation.~~

Where required and if applicable, the level . . .



#### 4.4.2 Suspension

b) Reasons for suspension may include:

- ~~2)~~ ~~Failure to submit an acceptable corrective action report, in response to a deficiency report and failure to implement corrective action(s) related to any deficiencies found during laboratory assessments within the required time period as required by the NELAC standards;~~
- 23) Failure to notify the accrediting authority of any changes in key accreditation criteria, as set forth in Section 4.3.4 of this Chapter;
- 34) Failure to perform all accredited tests in accordance with the NELAC standards; and
- 45) Failure to meet all the requirements of the NELAC standard, Chapter 5.

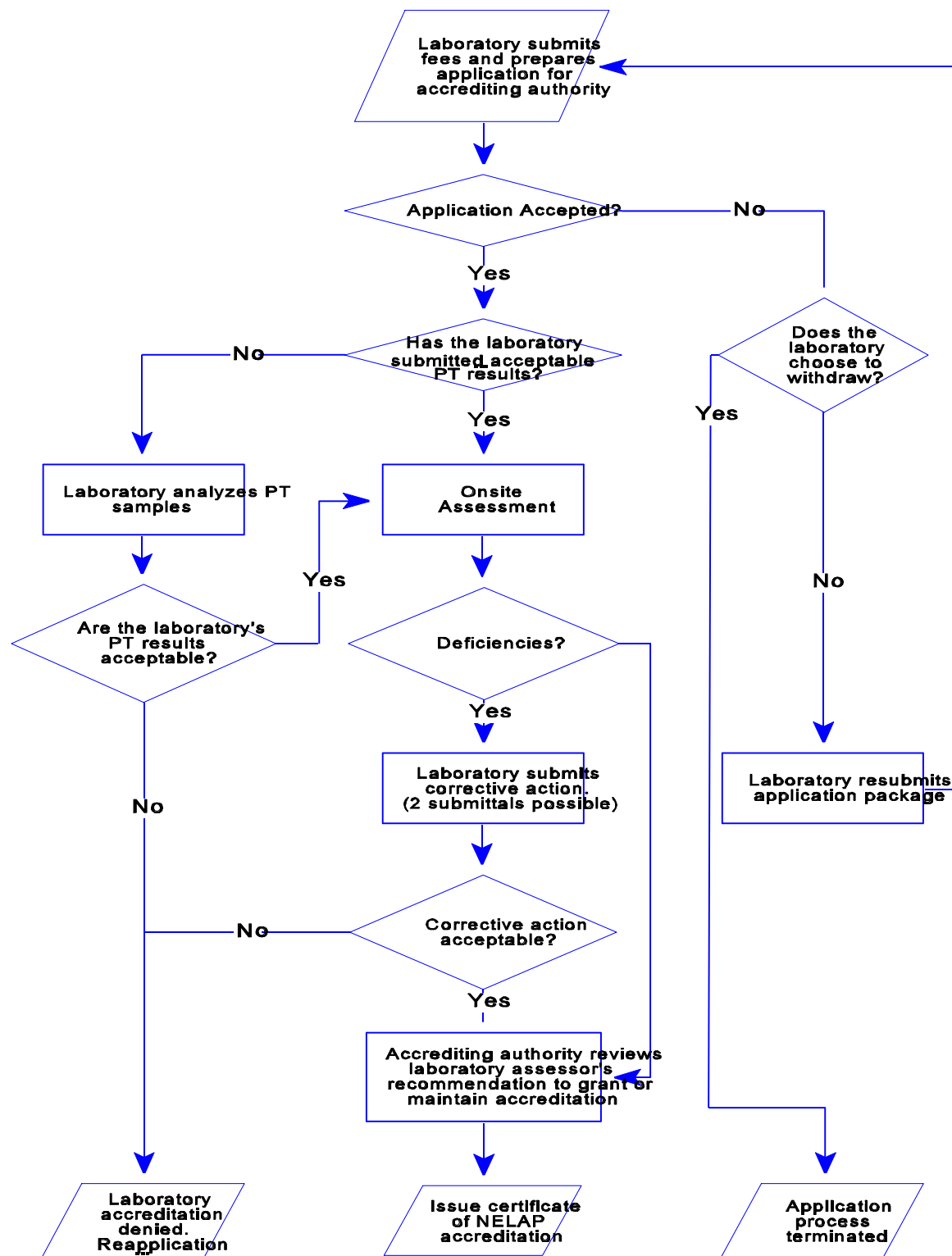


Figure 4-1. Initial NELAP Accreditation Process

